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1. As stated in cover memorandum (Appendix A), a requirement exists for additional clerical and professional personnel in the Dissemination Branch. This requirement arises from the necessity of centralizing specific functions which are now being performed by various readers and which should, by their very nature, be consolidated. It arises further from the additional workload imposed by the addition to the Central Intelligence Group of the Washington Document Center and the Foreign Broadcast Intelligence Service as well as from the workload that is anticipated through future acquisition of the German Military Documents Section and the Special Documents Section. It has not been possible to perform these functions fully, nor will it be possible to perform them under existing ceilings.

2. The first need that exists is for additional professional personnel.

a. Two additional professionals (one P-6 and one P-5) are needed to establish a new desk (The "non-participating Federal agencies Desk") for which a pressing need has developed. This desk, is to handle intake from all Federal agencies other than the IAB agencies, as well as the information material received from OO and OSO. The flow from outside agencies and from OO and OSO, already approximates that of one of the IAB agencies and will doubtless soon pass it. With the addition of the German Military Documents Section and the Special Documents Section, the load will be extremely large. In addition, because of the great number of non-participating Federal agencies represented, many different types of material are received, adding to the complexities of handling and dissemination.

b. An additional P-4 is needed who, added to the two P-4's already authorized for the Distribution Division, will constitute the "Top Secret-Expediting desk". While many problems of dissemination can be handled by routine flow and procedure, it is becoming increasingly necessary to give direct customer service at high speed in urgent cases. An expediting group has already been recognized as a necessity in the collection field. A similar necessity exists with regard to dissemination. The material at all desk contains an appreciable percentage of items which do not conform to any standard dissemination policies. Exceptional limitations or difficulties attending reproduction, questions of CIG policy, and other problems arise which the senior reader cannot attempt to solve without interrupting the steady flow of work. It is intended that these P-4's will take such problems and process them through the Distribution Division; the Dissemination Branch; Collection Branch; Requirements Branch; the Assistant Director, C & D; the Director, CIG; or wherever necessary to secure the required policy decision and to effect proper dissemination.

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3. The second need is for an Administrative Assistant (CAF-6) for the Reading Center, Distribution Division. This individual will supervise the Information Control Desk. The expansion of activities of the Office for Collection and Dissemination has resulted in the increase of administrative and security controls placed on dissemination. It is essential that an Information Control Desk be established within the Reading Center, Distribution Division to insure compliance with all pertinent directives. It is proposed that a CAF-6 position be established for this job.

4. An Administrative Assistant (CAF-6) is currently authorized for the Office of the Chief, Dissemination Branch. It is proposed that the existing CAF-6 be upgraded to a CAF-7 in view of the many duties and responsibilities imposed upon the incumbent. This constitutes a reclassification action and does not add to the total number of bodies presently authorized.

5. The third need is for an increase in lower-grade clerical personnel. This is necessary because, at the time the Dissemination Branch was established, the large volume of clerical and typing work, which is essential for rapid and efficient dissemination, was not fully foreseen. It had been assumed that only minor clerical work would be required and that it could and would be performed for the Readers, and under their immediate direction, by clerical personnel of the Information Distribution Unit of P & A. As a result, the original Dissemination Branch T/O provided for a minimum number of clerical personnel.

a. In actual practice, the Information Distribution Unit of P & A has not been able to furnish the required clerical assistance to the individual readers.

b. Each reader:

(1) Reviews and analyzes (a) all spontaneous intelligence material received and (b) all intelligence material received in response to RD's and determines the dissemination of all material received. These functions entail important clerical operations. The second function especially requires highly efficient clerical assistance to help assure that the content of the intelligence material is matched with the requestor's stated needs. The latter function is the keystone of CIG service to agencies.

(2) The number of RD's which each reader maintains under surveillance is increasing steadily. Each CD requires a decision; many RD's or CD's require coordination with the Requirements and

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Collection Branches. In addition, each CD requires a certain amount of paper-work -- accomplishment of Forms 60-1 and 60-2, preparation of distribution orders, preparation of reproduction orders, memoranda of transmittal, maintenance of indices and statistical records of work in order to provide the Director data required by him.

(3) At present, each reader must perform these tasks himself. While each does so efficiently, he is thereby prevented from devoting sufficient attention to the professional work involved.

(4) In order to assure maximum efficiency of Reading Center operation, the Reader must be free to refresh himself daily on the current and continuing requirements (averaging a hundred or more for each desk at any time) and to collate with these the endless variety of material which comes across his desk.

(5) To provide the necessary services, an increase of a total of one CAF-5 and three CAF-4's is required.

6. One additional CAF-5 is required to act as secretary to the Chief, Dissemination Policy Division.

7. In summary, for the Dissemination Branch to perform its mission in the manner intended at its organization, it is necessary to augment its personnel strength as follows:

	<u>Professionals</u>			<u>CAF's</u>	
	1	P-6		1	CAF-6
	1	P-5		2	CAF-5
	1	P-4		3	CAF-4
Total	<u>3</u>		Total	<u>6</u>	

Grand Total Additional Personnel Required: 9